

VOLUNTEER CONFIDENTIALTY AND
RESPONSIBILITY AGREEMENT

I, _____, agree that I will act at all times to preserve the confidentiality of all personal information of which I become aware during the course of fulfilling my duties as a volunteer at St. Charles Catholic School.

I further agree that in particular I will preserve the confidentiality of any personal information which I receive with respect to students, parents, staff and administration.

I will hold all such information in the strictest of confidence and I shall not use, copy or disclose such information to any other individual within or outside the school, in whole or in part, in any manner or form, unless I have obtained the permission of the Principal.

In addition, I agree that as a volunteer of St. Charles Catholic School, I must follow all school rules, policies and procedures outlined in this overview.

I will follow the teachers' or administrators' instructions according to their request and ask for clarification should I not understand my assigned task or responsibility.

In summary, as a volunteer at St. Charles Catholic School, I understand and agree to volunteer under the following conditions:

1. That confidentiality is of the utmost importance in the school setting in order to ensure that the dignity and worth of students, parents, volunteers and staff is honoured.
2. That any information collected, used, generated, and stored by the school including student, instructional, financial, or administrative information is strictly confidential and is to be used only in the performance of volunteer duties.
3. That I may not disclose, communicate, publish, take, alter, copy, interfere with, or destroy any information unless I am specifically authorized to do so by the teacher or Principal.
4. That the teaching staff and administration are responsible for student learning and discipline.
5. That school administration, teaching and support staff have specific roles to play and it is important that the staff of a school operate as a team..
6. That as a volunteer I can assist greatly in enhancing student learning by working positively and cooperatively with the school team.
7. That all volunteers must fulfill a minimum of 20 hours of service.
8. That non-compliance with the conditions herein or school policies may result in termination of my volunteer activities.
9. That my Child Abuse Registry Check is current and a copy is held in the school's office files.

By signing this Volunteer Confidentiality and Responsibility Agreement form, I am agreeing to the conditions outlined above.

Volunteer Name (please print)

Volunteer Signature

Date